

~~SECRET~~

**CONFIDENTIAL**

2 April 1954

**PLAN OF ACTION FOR THE CIA CAREER SERVICE BOARD**

At its 25th meeting on 1 April, the CIA Career Service Board adopted the following plan of action:

1. Between now and the first of July, the CIA Career Service Board will develop, for the approval of the Director, policy and procedures with respect to:

- (1) Promotion
- (2) Internal rotation of junior personnel
- (3) The Selection Board and the implementation of the career service
- (4) Advance planning for overseas returnees
- (5) Duties of Component Career Service Boards

2. The necessary Agency-wide procedures to implement these policies will be made effective on 1 July or sooner.

3. The CIA Career Service Board will meet with all senior supervisors in headquarters (Branch Chiefs and above) on Tuesday, 15 June 1954 from 7:00 to 10:00 P.M., in the Auditorium of the Department of Agriculture for the purpose of informing them of the Agency's Career Program and of their responsibilities for its effectiveness.

4. In order to prepare the above policy matters for the decision of the Board and of the Director, short-duration, hard-hitting Task Forces have been set up under the guidance of the Board to resolve the problems involved.

5. The Board will consider recommending to the Director, that upon completion of this Task, the Board be reorganized under the chairmanship of the Deputy Director of Central Intelligence, to consist of the Deputy Director (Intelligence) Deputy Director (Administration), Deputy Director (Plans), Director of Training, Assistant Director (Communications), Assistant Director (Personnel), and the Inspector General. The Board would meet at the call of the Chairman when he or any of the other members believe that an Agency-wide personnel policy problem requires resolution. The office board mechanism for providing advice and recommendations to the heads of Offices and of principal operating components would remain essentially as it is at present.

6. There are attached time schedules, statements of mission and lists of members for the Task Forces.

**CONFIDENTIAL**

~~SECRET~~

JOE NO. 28-03578A JOB NO. 2 FILE NO. 5 DOC. NO. 1 NO CHANGE  
IN CLASS! DECLASSIFIED CLASS CHANGED TO: TS SECRET. JUST 22  
NEXT REV DATE 10 REV DATE 11/14/94 REVIEWER GUC/TYPER DOC. 30  
NO. PGS 11 CREATION DATE ORG COMP 32 OPL 32 ORG CLASS S  
REV CLASS C REV COORD AUTH: HR 703

SCHEDULE OF THE MEETINGS  
OF THE CIA CAREER SERVICE BOARD  
FOR APRIL, MAY AND JUNE

**CONFIDENTIAL**

Date of Meeting

Principal Items of Agenda

(Thursdays - 4:00 p.m.)

1 April	Discussion of the proposed plan of action
8 April	Report and recommendations of Insurance Task Force, "Insurance I" (with respect to mortality)
15 April	a. Discussion of the recommendations of the Task Force on Promotion and approval of Agency promotion policies, procedures and controls; b. Selection of candidates for the National War College
22 April	Discussion of report of the Task Force on Career Development of Junior Personnel; approval of assignment of responsibility, mechanism and control
29 April	Discussion of report of Task Force on Career Service; approval of phasing and implementation of the CIA Selection Board
6 May	Discussion of report of Task Force on Overseas Rotation Planning; approval of mechanism to insure advance planning prior to arrival of returnees in headquarters.
13 May	In reserve
20 May	Discussion of report of Task Force on Responsibilities of Component Career Service Board; approval of duties and responsibilities and procedures of office boards.
27 May	In reserve
3 June	Approval of text of information brochure, "What the CIA Career Service Means to You"

**SECRET**

**CONFIDENTIAL**

Date of Meeting

**CONFIDENTIAL**

Principal Items of Agenda

(Thursdays - 4:00 p.m.)

10 June

Report of Insurance Task Force, "Insurance II" (with respect to health and hospitalization)

(Tuesday - 7:00-10:00 p.m.)

15 June

Presentation of the Career Program of CIA to all supervisors of the level of Branch Chief and above; in anticipation of the beginning of a new fiscal year when a number of new procedures will become effective

The agenda for meetings are geared to the estimated completion of work of the task forces and so planned as to permit the preparation and coordination of regulations resulting from policy decisions of the Board prior to the 15th of June.

**CONFIDENTIAL**

- 2 -

~~SECRET~~

~~S-E-C-R-E-T~~

25X1A

REGULATION  
[REDACTED]

4 June 1954

[REDACTED] 25X1A

PERSONNEL

THE CAREER STAFF  
OF THE  
CENTRAL INTELLIGENCE AGENCY

CONTENTS

- |  |                     |
|--|---------------------|
| 1. General   | 5. Responsibilities |
| 2. Definitions   | 6. Fitness Report   |
| 3. Policy  | 7. Procedures       |
| 4. Organization of the CIA Selection<br>Board and Panel of Examiners |                     |

1. GENERAL

This Regulation establishes the Career Staff of the Central Intelligence Agency effective 1 July 1954 and prescribes related policies, responsibilities and procedures. Membership in the Career Staff will be limited to U. S. citizen Staff Employees and Staff Agents who are eligible for consideration and are accepted for membership in accordance with the provisions of this Regulation.

2. DEFINITIONS

- a. The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency.
- b. "Trial service period" consists of the first year of service in CIA as defined in [REDACTED]

25X1A

~~S-E-C-R-E-T~~

25X1A

REGULATION

~~S-E-C-R-E-T~~

PERSONNEL

- 25X1A
- c. "Provisional period" consists of three years' active service in CIA which is a prerequisite to consideration for membership in the Career Staff.
- d. "Active service" for the purpose of 2c above, need not be continuous service and will include any of the following periods:
- (1) Time on duty, under one or more appointments as a Staff Employee or Staff Agent, on or after 18 September 1947, the official date of the establishment of the Central Intelligence Agency.
  - (2) Absence on leave with pay;
  - (3) Absence on leave without pay which does not exceed 22 days in the aggregate within a calendar year; except that absence on leave without pay for Agency-sponsored outside training will be fully counted.
- e. "Active service", for the purpose of 2c above may, at the discretion of the CIA Selection Board, include other service in the Agency in a civilian or military status or military service of an employee who has been restored as a Staff Employee or Staff Agent after having left the Agency to enter the Armed Forces.

f. "Career Services" is used herein as defined in Regulation [REDACTED].

25X1A

3. POLICY

- a. The Career Staff of the Central Intelligence Agency will consist of personnel selected from among Staff Employees and Staff Agents. Personnel selected for membership will be afforded, within the framework of applicable laws, preferential consideration for job security and special training as

~~S-E-C-R-E-T~~

25X1A

REGULATION  
[REDACTED]

S-E-C-R-E-T

25X1A  
[REDACTED]

PERSONNEL

well as other benefits and facilities now or hereafter provided for members of the Career Staff. Those individuals selected for membership in the Career Staff will be designated as Career Staff Employees or Career Staff Agents, as appropriate.

- b. Personnel who are accepted for membership in the Career Staff will have the obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of CIA and they are assured that, in order to carry out this policy, full consideration will be given to their particular capabilities, interests and personal circumstances.
- c. The selection process will encompass the evaluation and development of each Staff Employee and Staff Agent during his provisional period. In this manner, the individual's abilities, capabilities and deficiencies will be evaluated in order to determine his suitability for selection into the Career Staff. The selection process will include these stages of employee evaluation and development:
  - (1) A review and determination of each individual's suitability for continued Agency employment prior to the expiration of the trial period, in accordance with [REDACTED]
  - (2) The preparation of such Fitness Reports as are prescribed.
  - (3) A review of each application for selection into the Career Staff after the individual concerned gains eligibility for consideration by completing the provisional period.

25X1A

- 3 -

S-E-C-R-E-T

25X1A

REGULATION

S-E-C-R-E-T

25X1A

PERSONNEL

- (h) The provision of continuing instruction and developmental guidance and assistance to each individual throughout the provisional period in order that he may demonstrate his suitability for membership in the Career Staff and to eliminate or satisfactorily resolve any deficiencies.
- d. Consideration for selection into the Career Staff will be based upon formal application by personnel who have completed the provisional period. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded to U. S. Government employees by law.
- e. If an individual applies for membership in the Career Staff and is not accepted, he will be informed of the reasons for the rejection and he will be given assistance and guidance in order to correct or eliminate the causes of his rejection and to have an opportunity to demonstrate his suitability for future application and selection into the Career Staff.
4. ORGANIZATION OF THE CIA SELECTION BOARD AND PANEL OF EXAMINERS
- a. CIA SELECTION BOARD
- (1) The CIA Selection Board is established and will consist of nine

-4-

S-E-C-R-E-T

REGULATION

S-E-C-R-E-T

25X1A

PERSONNEL

voting members including the Assistant Director for Personnel who will act as permanent chairman. The Director of Central Intelligence will appoint two voting members and two alternates each from the Offices of the Deputy Directors (Plans), (Intelligence) and (Administration) and one voting member and one alternate each from the Offices of the Director of Training and of the Assistant Director for Communications and one alternate from the Office of Personnel. These appointments will be made for one fiscal year in each case. Individuals appointed to the Board may be reappointed, however, at the expiration of their period of service. In the event that the Assistant Director for Personnel is temporarily unable to serve as chairman, he will designate an acting chairman from among the members or alternates to serve in his place.

- (2) The CIA Selection Board will be provided a Secretariat consisting of a full-time Executive Director and such other administrative and clerical personnel as are required by the Board. The Executive Director will be selected by and function under the direction of the Assistant Director for Personnel.

b. PANEL OF EXAMINERS

- (1) A Panel of Examiners is established and will consist of members of the Career Staff, GS-14 and above.

-5-

S-E-C-R-E-T



25X1A

REGULATION

S-E-C-R-E-T

PERSONNEL

(a) Each of the Career Services in the Agency will have generally proportional representation on the Panel based on its personnel strength as of the beginning of each fiscal year, except that at least one member will be named to the Panel from each Career Service.

(b) Members of the Panel of Examiners will be appointed by the Director of Central Intelligence from among those nominated by the Heads of Career Services after he has received the recommendations of the CIA Selection Board.

(2) Examining Panels convened pursuant to this Regulation, will consist of three voting examiners selected by the Executive Director. Examiners will be chosen in a manner that will be appropriately representative of Agency interests. The Executive Director or his designee will serve as non-voting chairman on each Examining Panel.

## 5. RESPONSIBILITIES

### a. ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel is responsible for directing the selection program herein established and will ensure that the program is administered in accordance with personnel policies of the Agency. He will recommend to the Director of Central Intelligence such additional policies and procedures as he may consider necessary. The Assistant Director for Personnel is responsible for notifying employees when they satisfactorily complete their provisional period and thus become eligible to apply for selection into the Career Staff.

REGULATION

S-E-C-R-E-T

25X1A

PERSONNEL

b. CIA SELECTION BOARD

The CIA Selection Board is responsible for formulating appropriate criteria for selection into the Career Staff and for discharging the responsibilities assigned to it by this Regulation.

c. PANEL OF EXAMINERS

Subject to the direction of the CIA Selection Board, Panels of Examiners are responsible for performing the activities assigned to them as specified in this Regulation.

d. SUPERVISORS

- (1) Supervisors are responsible for completing Fitness Reports on employees under their immediate jurisdiction and for recommending that such employees either be retained in Agency employment or be separated from CIA prior to the expiration of their trial period. They are also responsible for recommending the acceptance or rejection of such employees for membership in the Career Staff prior to the expiration of their provisional periods.
- (2) Supervisors at all levels are responsible for assisting and instructing employees under their jurisdiction to eliminate any general weaknesses or specific deficiencies in performance detected during their trial period. They are also responsible for assisting employees who have completed their trial period to overcome any inadequacies that might prevent their eventual selection into the Career Staff.

REGULATION

S-E-C-R-E-T

25X1A

25X1A

PERSONNEL

e. HEADS OF CAREER SERVICES

Heads of Career Services are responsible for reviewing and commenting on the recommendations of supervisors specified in d above and for referring appropriate cases to the Assistant Director for Personnel for further review and action as herein described.

6. FITNESS REPORT

- a. The Fitness Report, Form No. 37-189, will be used to evaluate Staff Employees and Staff Agents during their trial and provisional periods.
- b. Fitness Reports will be executed for each Staff Employee and Staff Agent upon the completion of the following periods of service from the effective date of his entrance on duty:
  - (1) Nine months' service,
  - (2) Twenty-one months' service,
  - (3) Thirty-three months' service, and
  - (4) At least annually thereafter.

7. PROCEDURES

a. APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

- (1) Upon the completion of the three-year provisional period, an individual is entitled to make application for membership (Attachment A) in the Career Staff unless formal action is pending which may lead to termination of the individual's employment. Failure to apply for membership in the Career Staff at the end of the provisional period does not bar the individual's right to make future application. The effective date of selection into the Career Staff will be as prescribed

25X1A

REGULATION

S-E-C-R-E-T

25X1A

PERSONNEL

by the CIA Selection Board.

- (2) An official notification of an employee's eligibility to apply for membership will be forwarded by the Assistant Director for Personnel to the individual concerned. The individual will be required to make application within 90 days of the date of the notification or to reply by memorandum stating why he does not desire to become a member of the Career Staff.
- (3) The application or the memorandum of reply will be forwarded by the individual through official channels to the Head of the Career Service concerned, together with any comments by the appropriate supervisors.
- (4) Determinations of the suitability of Staff Employees and Staff Agents will be processed as follows:
  - (a) The Head of the Career Service concerned will review the application and obtain the comments of the appropriate Career Board if such comments are desired. He will forward the application together with his recommendation to the Executive Director of the CIA Selection Board.
  - (b) Upon receipt of the application, the Executive Director will assemble all available documentation pertinent to the case. After considering the recommendation of the head of the appropriate Career Service, the CIA Selection Board will determine whether an Examining Panel will be convened to review the application in the case of any person who was on duty as of 1 July 1954.

25X1A

REGULATION

~~SECRET~~

PERSONNEL

~~CONFIDENTIAL~~

An Examining Panel will be convened to consider the application of each person who enters on duty after 1 July 1954.

- (c) The Examining Panel will consider all pertinent information concerning the employee, including information furnished by the Office of Personnel, Security Office, Office of Training, Medical Staff and the organizational component and Career Service having jurisdiction over the individual. If necessary, the Panel may request further information from the offices concerned. The Examining Panel will interview the individual and, if desired, his supervisor or other Agency employees. Responsibility for interviewing applicants GS-6 and below may be delegated by the CIA Selection Board to the Head of the appropriate Career Service.
- (d) If the individual is overseas at the time he becomes eligible for membership in the Career Staff, the interview by the Examining Panel and the consequent decision on the acceptance of his application for membership in the Career Staff may be deferred until he is physically available in Headquarters. If the Head of a Career Service requests consideration of an individual's application prior to his departure for overseas duty, he may be interviewed by an Examining Panel at any time following the successful completion of the second year of his provisional period. If the employee is recommended for membership at that time, his membership in the Career Staff, when finally approved, will be effective as of the completion of his provisional period.

~~CONFIDENTIAL~~

**CONFIDENTIAL**

PERSONNEL

- (e) The Examining Panel will recommend to the CIA Selection Board either that the employee be selected into the Career Staff or that his selection be disapproved.
- (f) The CIA Selection Board on behalf of the Director of Central Intelligence will take formal action on the recommendation of the Examining Panel.
- (g) When the finding of the CIA Selection Board is in disagreement with that of the Head of the Career Service, this fact shall be reported to him. He may either accept the Board's decision or refer the case, within ten working days, for final decision by the Director of Central Intelligence.
- (h) The Assistant Director for Personnel will officially notify the individual of the action of the CIA Selection Board and will place a copy of its determination in his Official Personnel Folder.

b. SEPARATION FROM THE CAREER STAFF

- (1) If an individual's employment as a Career Staff Employee or Career Staff Agent is terminated, his membership in the Career Staff is automatically cancelled.
- (2) If an individual elects to resign from membership in the Career Staff but wishes to retain his status as a Staff Employee or Staff Agent of CIA, he will so notify the CIA Selection Board in writing through the Head of his Career Service, stating his reasons in full. The Board will not consider such a request except under unusual circumstances. The Board will take formal action and will notify the member of its findings in writing.

**CONFIDENTIAL**

REGULATION

S-E-C-R-E-T

25X1A

25X1A

CONFIDENTIAL

PERSONNEL

(3) Separation of an individual from the Agency will be governed by applicable Agency Regulations.

Allen W. Dulles

Director of Central Intelligence

DISTRIBUTION:

All employees

CONFIDENTIAL

SEAL

APPLICATION FOR MEMBERSHIP  
in the CAREER STAFF of the  
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

Membership in the Career Staff of  
the Central Intelligence Agency  
approved, to take effect \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

\_\_\_\_\_  
Executive Director  
The CIA Selection Board



CONFIDENTIAL

30 March 1954

Task Force on: The CIA Career Service

To recommend to the CIA Career Service Board policies and procedures for establishing the CIA Career Service including a definition of the duties and responsibilities of the Career Selection Board and its Executive Director, an application for membership in the CIA Career Service, evaluation procedures and techniques, and recommendations concerning the time when the application should be made available to eligible candidates.

Deadline: 23 April 1954

Members:

25X1A

[REDACTED] I  
[REDACTED] neral Counsel  
[REDACTED] O/I  
[REDACTED] Training  
[REDACTED] meo  
[REDACTED] ersonnel  
[REDACTED] ersonnel

CONFIDENTIAL